

**Radio-TV-Film Discrepancy Report Form**

**Please use this form to report any technical problems you encounter with the RTF equipment or labs. Your feedback is appreciated.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Description (and number, if applicable): \_\_\_\_\_

Nature of the problem (please be as specific as possible: what is missing, not functioning properly, appears out of adjustment, unable to adjust, etc.):

(Use the reverse side if more space is needed)

**If this happened while using the equipment for a class, please include the class information below:**

Course: \_\_\_\_\_

Optional: If you wish to include your name, e-mail address or phone number.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Return this form to Master Control or Checkout as soon as possible when the problem is noted.**

**STAFF USE**

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Remarks: \_\_\_\_\_